

**WILTON PUBLIC SCHOOL DISTRICT**  
**WILTON SCHOOL**  
**CERTIFICATED APPLICATION FORM**

Please complete this application and return to:  
Wilton School District Office, 504 Dakota Ave., PO Box 249, Wilton, ND 58579  
Telephone: (701) 734-6331 [www.wiltonpublicschool.org](http://www.wiltonpublicschool.org)

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

Telephone: Present: (\_\_\_\_) \_\_\_\_\_ Permanent: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Relationship: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

**CERTIFICATION:**

Type of Certificate: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Certificate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Endorsements: \_\_\_\_\_

Describe the school assignment which you prefer: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ACTIVITIES:** (List those you are willing to supervise or coach)

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Name: \_\_\_\_\_  
Please Print  
Middle Initial  
First  
Last

**EDUCATION:**

Colleges and Universities	Degree	Date of Degree	Major	Minor	*Hours Earned Since Degree	Date

\*The total of hours earned since the date of the degree **must** be verified by official transcripts before a contract salary is established.

**EXPERIENCE:** (Certificated experience - include substitute teaching)

School District	City	State	Position Held Grades/or Subjects Taught (Specify)	Dates Mo/Da/Yr From-To	Total Years	Full Time	Part Time	Total Days Subbed per School Year
				<b>TOTAL:</b>				

**STUDENT TEACHING, PRACTICUM, INTERNSHIP:**

School & Location	Grade/Subject	Dates	No. of Weeks

**OTHER WORK EXPERIENCE:** (Include only most recent and/or significant)

Employer and Location	Type of Work/Position	Dates	Years

**PERSONAL STATEMENT:** (Discuss the development of your interest in teaching/administration; include details and examples that reflect your attitudes and convictions about public school education)



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Have you ever had your teaching certificate revoked, suspended or denied, or have you voluntarily relinquished your teaching certificate to avoid revocation procedures? Yes [ ] No [ ] If "yes" please name State:

**REFERENCES:** (List any principals and supervisors who are familiar with your professional success.)

Name	Position	Address/Telephone

A. **Application must include, upon submission: 1) Three current letters of recommendation 2) Evidence of North Dakota State Certification 3) Copies of Transcripts 4) Applicant Disclosure Form**

B. If selected, official transcripts, written verification of teaching experience and other required forms must be provided before a contract is valid.

*People of disability may request reasonable accommodation in the hiring process by contacting the Superintendent, 504 Dakota Ave. PO Box 249 Wilton, ND 58579 or by calling (701) 734-6331.*

*The Wilton School District is a drug free, tobacco free educational system. A fingerprint check may be a prerequisite to employment. The District employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Immigration and Naturalization Service.*

*My signature below authorizes the school district to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the school district and the reference source from any liability in connection with its release or use. Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, false answered statement made by me on the application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the school district.*

If you do not want us to contact your current employer please check here.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**"Equal Opportunity Employer"**

## Applicant Disclosure

Please complete the following questions and sign the declaration. **Any falsification or deliberate misrepresentation, including omission of a material fact, or failure to complete any part of your application or this questionnaire can be grounds for denial of employment or continued employment with Montefiore (Wilton) School District.** Answer **Yes** or **No** to each item listed. If the answer is **Yes** to any of the questions, please explain in the space provided, indicating the charge or finding, the date and the court(s) involved.

1. Are you presently under contract?  **No**  **Yes** - If yes, with whom? \_\_\_\_\_

What is your present position (Title)? \_\_\_\_\_

2. Have you ever been on a plan of improvement or placed on probation?

**No**  **Yes**

3. Have you ever been the subject of a complaint to the Superintendent of Public Instruction or any other disciplinary board or licensing body?

**No**  **Yes**

4. Have you ever resigned or otherwise separated from any employment (inclusive of regular or extracurricular positions) in order to avoid discharge or nonrenewal?

**No**  **Yes**

5. Have you ever been dismissed, discharged, fired or forced to resign from any employment?

**No**  **Yes**

6. Have you ever resigned from or otherwise left any employment while allegations of misconduct were pending?

**No**  **Yes**

7. Have you ever been disciplined by a past or present employer because of allegations of misconduct?

**No**  **Yes**

8. Are you currently or have you ever been the subject of any investigation or inquiry by an employer because of allegations of misconduct on your part?

**No**  **Yes**

9. Have you ever been discharged or non-renewed from any employment (inclusive or regular or extracurricular positions)?

**No**  **Yes**

10. Have you ever had any certificate or license subject to a reprimand, revoked, suspended or denied or voluntarily relinquished to avoid revocation?

**No**  **Yes**

11. Are you currently or have you ever been the subject of any certificate or licensing investigation, inquiry or adverse action by any certification or licensing agency?

**No**  **Yes**

12. Are you presently charged with, but not convicted of, a crime? (Exclude civil infractions, such as minor traffic citations.)

**No**  **Yes**

13. Have you plead guilty or been convicted of any felony crime involving the physical injury or death of a child, promoting prostitution of a minor child; assault; incest; child abuse or neglect; custodial interference; child molestation; promoting pornography; selling or distributing erotic material to minors; criminal mistreatment; violation of a child abuse restraining order; or child abandonment? (The term "convicted" means all adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, or a deferred prosecution. Exclude civil infractions, such as a minor traffic citations)

**No**  **Yes**

14. Have you ever plead guilty to, or been convicted of one of the following crimes against persons: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; rape or statutory rape; first or second degree arson; burglary, manslaughter or extortion; indecent liberties or indecent exposure; communication with a minor for immoral purposes; sexual exploitation of a minor or developmentally disabled person; been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult; criminal mistreatment; violation of a child abuse restraining order; or child abandonment?

**No**  **Yes**

15. Within the past seven (7) years, have you plead guilty to, been found guilty of, or forfeited bond regarding violation of any city or county ordinance or state law or regulation involving physical threat, injury or abuse of a victim who was then under the age of 18?

No  Yes

16. Have you ever been found in any dependency action under RCW 13.34.030(2)(b); been found guilty by a court in a domestic relations proceeding under Title 26RCW; or been found guilty in any disciplinary board final decision to have sexually assaulted or exploited any minor or to have physically abused any minor?

No  Yes

17. Have you ever plead guilty or been convicted of a misdemeanor or felony not listed above?

No  Yes

If you answered yes to any of the above, please explain: \_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

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*An inquiry will be made to the North Dakota State Patrol, a Federal, or other Law enforcement agency to verify your responses to the above inquiries. A copy of any response received pursuant to such an inquiry will be made available to you upon request.*

I certify under penalty of perjury under the laws of the State of North Dakota that the foregoing is true and correct.

Applicant, Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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*TO BE COMPLETED AFTER CONDITIONAL EMPLOYMENT IS OFFERED. Wilton School District has offered you a position working with children and/or their families. By law we must ask you again, since the completion of your application with Wilton School District.*

Pursuant to the North Dakota Century Code, I certify under penalty of perjury under the laws of the State of North Dakota that as of this date \_\_\_/\_\_\_/\_\_\_, a date on or after which I have been offered conditional employment with the hiring district, the foregoing remains true and correct. I further certify that I have been released from all contractual obligations with other North Dakota School Districts. I understand that any falsification or deliberate misrepresentation, including omission of a material fact or failure to complete any part of my application or this questionnaire can be grounds for denial of employment or continued employment with the hiring district.

Your signature must be witnessed by an employee of the hiring district.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Witness, Print Name/Title: \_\_\_\_\_

Witness, Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_